

Terms of Reference

Consultancy services HR Talent Acquisition Specialist

The International Planned Parenthood Federation is a global healthcare provider and a leading advocate of sexual and reproductive health and rights (SRHR) for all. Led by a courageous and determined group of women, IPPF was founded in 1952 at the Third International Planned Parenthood Conference. Today, we are a movement of over 100 autonomous with a presence in over 140 countries. Our work is wide-ranging, including comprehensive sex education, provision of contraceptive, safe abortion, and maternal care and responding to humanitarian crisis. We pride ourselves on being local through our members and global through our network. At the heart of our mission is the provision of – and advocacy in support of – integrated healthcare to anyone who needs it regardless of race, gender, sex, income, and crucially no matter how remote. Volunteerism is central to our healthcare delivery. It underpins the vital work of our members and their teams, whether through community outreach and distribution of contraceptive care or the regional Youth Action Movements championing change. The establishment of the Americas and Caribbean Regional Office (ACRO) with two locations is in response to the request of Caribbean Member Associations that IPPF strongly demonstrates that they are an integral part of its Latin America and the Caribbean (LAC) Region.

Background of this consultancy

IPPF's Americas and the Caribbean Regional Office is in the process of consolidating the team required to deliver and fulfill the strategy defined for the region. It is paramount to have the right people hired for the right positions at the right time, ensuring that the Office has a diverse team which represents the region as much as possible.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment.

Purpose of this consultancy

The main purpose of this consultancy is to provide technical and specialized HR Talent Recruitment/Acquisition support to IPPF's Americas and the Caribbean Regional Office (ACRO). This position ensures compliance with IPPF HR policies and procedures as well as with local labor legislation and regulations. Ultimately, you will create strong talent pipelines for our company's current and future hiring needs.

The *HR Talent Acquisition Specialist* will lead and manage ACRO's full-cycle recruitment process, including search strategy, job posting, sourcing, screening, assessment, interview scheduling, reference checking, negotiation with candidates and contracting process.

Main activities of the consultancy are, with a particular focus, but not limited to as identified below:

- Creating and executing full-proof talent acquisition strategies and procedures.
- Manage the full-cycle recruitment process, including search strategy, job posting, sourcing, screening, assessment, interview scheduling, reference checking, negotiation with candidates and contracting process for ACRO vacancies.
- Lead the hiring visibility strategy, including content on ACRO’s website, hiring posts on social media (LinkedIn, Facebook, etc) and any other physical/digital space for recruitment.
- Consult with senior leadership regarding workforce planning strategies, including hiring forecasts and ACRO initiatives.
- Lead the onboarding program for all New Hires, including planning, communication, scheduling, curriculum, training, and monitoring progress.
- Provide input to IPPF’s HR Global projects and frameworks as needed
- Adhere to the safeguarding reporting and monitoring requirements of this role.

Reporting line

The consultant will report to the Head of Operations for IPPF, Americas and Caribbean Regional Office.

The consultant is under the obligation of confidentiality. Information, data, database, knowledge resources in the forms of briefings, reports, proceedings, articles, essays, etc. issued by and for the IPPF will be IPPF’s property and require permission for use and disclosure.

Expected days of consultancy:

A six (6) months consultancy period is expected.

Location:

This consultancy can be performed remotely within the region.

Key Deliverables/Outputs

- Talent Acquisition Strategy, including talent pipelines for current and future positions.
- All pending positions in the organogram hired
- New hires contracted and enrolled to social security entities
- Updated recruitment process, including interview guides, specific assessment for the positions.
- Plan for improving our visibility as an employer in the region.
- Onboarding program defined and implemented for all positions.
- Implementation of IPPF’s HRIS (Cascade) in ACRO

Requirements

- Bachelor’s degree in Human Resources Management, Organizational Psychology, or a related field.

- Proven work experience as a Talent Acquisition Consultant, Recruitment Manager, HR Manager, or a similar role in the Human Resources department, preferably at regional level, for at least 5 years.
- Extensive knowledge and understanding of candidate sourcing and assessment methodologies.
- Recognized HR qualification or certification desirable.
- Proficient in HR Databases and Applicant Tracking Systems.

Other required skills and competencies include:

- Excellent oral and written communication skills.
- Good time management abilities.
- Experience in interviewing candidates as well as assessing them.
- Good organizational skills.
- Ability to work in a team environment.
- Ability to demonstrate excellent leadership skills.
- effective project management skills.
- Ability to multitask efficiently.
- Exceptional organizational and interpersonal skills
- Strong negotiation skills.
- Proficiency of standard office software (Word, Excel, Power Point)
- At ease working in multi-cultural working environments and dealing with people having a different academic or cultural background;
- Proficiency in English and Spanish.
- Demonstrate an understanding of and commitment to safeguarding in local and international context.
- Demonstrate a willingness to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.